

Alternative Education On-site Monitoring Visit Rubric**Reviewer: Sue Foxx****Date: 12/3/07****Alternative Education Program: Academy for Character Education
School Corporation: Anderson Community School Corporation (5275-8)****Contact Person: Mike Shunneson
Phone: 765-641-2073**

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	S	U	COMMENTS
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles -Advisory Group list	Board minutes 4/17/07 News articles Corporation committee Website	X		Corporation Committee will transition to Advisory Group that will include community representation in January 2008. New program combines several previous programs at one location. Deans were invited to visit program and to share information with HS staff. Website makes information on programs available to community http://www.acsc.net/alt/ACE.htm .
Alternative Education Components	-Curriculum -Instructional Methods -Scheduling -Engagement strategies -ISP -Grant application	PLATO programming Character counts grant Program schedules Tobacco Edu. Group	X		Mix it up day to address diversity. Service learning/community service as part of program. Self paced learning with mastery approach. Use positive behavior supports. Challenge education offered through Camp Adventure. Curriculum follows corporation but uses different approaches/materials as needed. Schedule depends on programming and student needs. Students participate on Character Council.
Small positive learning environment for students/staff	-Staff & Student roster -Prof. development plan -School Improvement Plan -Advisor/Advisee programming Staff meeting agenda	Rosters online Staff retreat 8/13/07 Staff Mtg agenda 12/3/07 Prof Dev on classroom mgt on 10/11/07	X		Small learning environment with Ebbertt Education Center Professional Development Plan same as MS with focus on differentiated instruction. CPI. Parent open house in fall. Parent participates in intake process. Parent-community liaison. Two part-time counselors assist students.

On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE	S	U	COMMENTS
Programming matches description in grant application.	12/3/07	X		Non-traditional approach to student learning offered within five different programs. Placement depends on student needs and abilities. CEDE Academy is for unique needs of African American males. New Beginning Academy is for pregnant/parenting students. Delta Academy is for freshman/sophomores. Options Academy is a computer-based program for junior/seniors. Virtual HS is for credit recovery.
Students appear engaged.	12/3/07	X		Students in classrooms appeared engaged. Worked independently at tables or on the computer on different courses in core content areas. Broke for lunch shortly after began classroom visitation. Some student work displayed.
Location supports a positive learning environment.	12/3/07	X		Alternative program operates out of classrooms at Ebbertt Education Center. Students may access career/vocational programming as part of program. Classrooms were inviting with resources and technology available. Character values displayed in hallway.
Teachers appear knowledgeable and caring.	12/3/07	X		Staff appeared flexible and able to adapt programming to meet student needs. Interchanges with students were positive. Social studies teacher shared lesson and New Beginnings teacher indicated partnership with Community Hospital.

Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	C	NC	COMMENTS
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	X		Handbook outlines mission, referral process, discipline, etc. Once selected into the program, the student and their parent participate in an intake interview.
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Documentation from HR dept. -HQ document	X		Licensed teachers employed by the corporation. Licenses online. Also employ a director, counselors, and other support staff. All teachers HQ but in CEDE the teacher functions as a facilitator.
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	X		Safety plans and drills as part of Ebberett Education Center. Transportation provided. Shuttles from the HS Fire Marshall inspections and school drill certifications.
Financial viability	-Other Grants applied for/received -Description of how last alt ed distribution funds were spent -Description of corporation 1/3 match.	X		Budget exceeds required match and allocated primarily to staff, technology, and materials. Character Counts grant.
2 Hour Session/ School Day	-School schedule	X		Depends on program. Times online at website but all exceed the minimum. School calendar the same as corporation

Comments: The Academy for Character Education brings together programs that previously operated at different locations. Teachers are working on thematic units to make the curriculum more relevant and engaging. Class size is very small by design to facilitate relationships, improve academic achievement and remove barriers to learning. Documentation and process well outlined. Recommend working on transition plan for when students transition back to the traditional school.